

Cynthia Everitt

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Profile

Highly motivated and detail-oriented Grant Writing Intern. Demonstrated expertise in collaborating effectively within teams and adapting to new environments. Eager to secure a challenging role as a Technical Writer to further utilize my skills and contribute to project success.

Education

08/1990 – 05/1994

Chemistry | Bachelor of Science
Mississippi State University

01/2024 – PRESENT

Technical Communication | Graduate certificate
University of North Texas

Expected completion 12/2024

Work Experience

02/2024 – PRESENT

Grant Writing Intern
Our National Conversation

- Lead team to elevate grant approval rates through comprehensive research on potential funding sources and strategic alignment of proposals with funder priorities
- Collaborate with program staff to craft compelling narratives for grant proposals, ensuring congruence with organizational goals
- Improve proposal success rate by meticulously editing and proofreading all grant applications before submission

02/2024 – 05/2024

Proposal Reviewer
Unfunded List

- Evaluated materials for potential improvements and delivered actionable feedback and recommendations to clients
- Provided feedback and recognition to unfunded grant proposals

06/2021 – 10/2023 ZÜRICH, SWITZERLAND

Career break
Travel Sabbatical

- Relocated to Switzerland for spouse's company transfer
- Explored various European countries to enhance cultural understanding and personal growth
- Attained A1 certification in spoken German and A2 certification in written German through Fide test

Work Experience

06/2016 – 06/2021 AUSTIN, TX

Co-owner / general manager
Uncultured Ales

- Supervised daily business operations and made strategic financial decisions to enhance profitability and promote expansion
- Developed and managed the company website and social media platforms to drive increases in online presence and engagement

Skills

TECHNICAL SKILLS

Microsoft 365
Project management/Trello
CCMS/Madcap Flare
Brand management
Social media and website management

INTERPERSONAL SKILLS

Adaptability
Critical thinking
Teamwork

Volunteering

Final Selection Committee
Mississippi School for Mathematics and Science

03/2024: Collaborated to select the MSMS Class of 2026

Certificates

05/2022

Language Passport
fide

<https://fide-service.ch/en/home>

- Comprised of both oral (speaking & comprehension) and written (reading & writing) components
- A2 level reading & writing, A1 level speaking